



SF Environment

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A Department of the City and County of San Francisco

Edwin M. Lee
Mayor

Deborah O. Raphael
Director

City and County of San Francisco
Commission on the Environment
Operations Committee*

SPECIAL MEETING MINUTES APPROVED

Wednesday, July 12, 2017, 5:00 p.m.
City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Commissioners Heather Stephenson (Chair) and Sarah Wan.

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

1. Call to Order and Roll Call.

The Commission on the Environment Operations Committee meeting was called to order at 5:01 p.m.

Present: Commissioners Stephenson and Wan.

2. Approval of Minutes of the April 19, 2017 Commission on the Environment Operations Committee Meeting. (Explanatory Document: April 19, 2017 Draft Minutes) (Discussion and Action)

Upon a motion by Commissioner Stephenson, and a second by Commissioner Wan, the minutes of the April 19, 2017 Commission on the Environment Operations Committee were approved without objection. (Ayes: Commissioners Stephenson and Wan. Noes: None)

3. Public Comment. Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

There was no public comment.

4. Update on Fiscal Year 2017-18 and 2018-19 budget for the Department of the Environment.

Sponsor: Jennifer Kass, Deputy Director; Speaker: Joseph Salem, Program Manager, Finance and Administration (Discussion)

Joseph Salem, Program Manager, Finance and Administration discussed the completion of the Department of the Environment budget process, changes to the budget since the last Operations Committee meeting and sources of revenue.

Commissioner Wan asked if the entire amount of the Cigarette Litter Abatement Fee was passed on to the Department of Public Works.

Commissioner Stephenson asked if the Cigarette Litter Abatement Fee will ever go directly to the Department of Public Works instead of passing through the Department of the Environment.

Guillermo Rodriguez, Policy and Communications Director, discussed the history of the Cigarette Litter Abatement Fee.

Joseph Salem, Program Manager, Finance and Administration discussed reductions to the budget requested by the Board of Supervisors.

Commissioner Stephenson asked about the naming of programs in the budget.

Guillermo Rodriguez, Policy and Communications Director, discussed the Department's electric vehicle program and the rate process.

There was no public comment.

5. Presentation on the Department of the Environment's information technology. Speakers: Jennifer Kass, Deputy Director and Donnie Oliveria, Outreach and Communications Manager (Discussion)

Donnie Oliveria, Outreach and Communications Manager, discussed the Department of the Environment's information technology and Citywide Information Technology services.

Joseph Salem, Program Manager, Finance and Administration discussed the City's Financial Accounting and Management Information System (FAMIS) and the roll out of the new Financial System Project (FSP).

Commissioner Wan asked when the Department will begin using the FSP system, the migration of data from FAMIS to FSP and staff training.

Commissioner Stephenson asked about how the new FSP system will help the Department with the Green Purchasing program.

Commissioner Wan asked about customizing FSP.

Donnie Oliveria, Outreach and Communications Manager, discussed the Department of the Environment's information technology, the City's enterprise agreements and customer relationship management (CRM) technology.

Commissioner Stephenson asked what the CRM technology will do to help small businesses understand City policies.

Commissioner Wan asked about training for staff and reporting back to the Department.

Commissioner Stephenson asked about the Department's engagement with Salesforce.

There was no public comment.

6. Presentation on the Department of the Environment's School Education Program. Speaker: Tamar Hurwitz, Senior Environmental Specialist (Discussion)

Tamar Hurwitz, Senior Environmental Specialist, discussed the Department of the Environment's School Education Program including press coverage of the program, the program's reach, the Food to Flowers! School composting program, assemblies with Phoebe the Phoenix, Zero Waste class presentations, compost monitor trainings, Stop Litter assemblies, "Drink Tap" assemblies, "Our Water" class presentations, "Save our Bay" class presentations, after school programs, site visits to the Transfer Station and Pier 96, the art lab, Garden for the Environment, the Scrougers Center for Reusable Art Parts (SCRAP), Mission Science Workshop, teacher workshops, curriculum, community outreach and the school award ceremony.

Commissioner Stephenson asked what the program would like to do that they can't do.

Commissioner Wan asked about outreach to afterschool programs.

There was no public comment.

7. New Business/Future Agenda Items. Guillermo Rodriguez, Policy and Communications Director (Discussion)

Guillermo Rodriguez, Policy and Communications Director, discussed proposed agenda items for the October Operations Committee including the Zero Waste outreach plan for new rate process programs.

Commissioner Wan asked what aspects of the program will be discussed.

Commissioner Stephenson asked about outreach to office buildings.

Public Comment:

Unidentified member of the public discussed following up with the Policy and Communications Director after the meeting.

8. Adjournment.

The meeting was adjourned at 6:27 p.m.

The next meeting of the Commission on the Environment Operations Committee is scheduled for Wednesday, October 18, 2017 at 5:00 p.m. in City Hall, Room 421.

** Copies of explanatory documents are available at (1) the Commission's office, 1455 Market Street, Suite 1200, San Francisco, California, 94103 between the hours of 9 a.m. and 5 p.m., Photo identification is required for entry to the building. (2) on the Commission's website <http://www.sfenvironment.org/commission>; (3) upon request to the Commission Affairs Manager, at telephone number 415-355-3709, or via e-mail at Anthony.E.Valdez@sfgov.org. If any materials related to an item on this agenda have been distributed to the Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 1455 Market Street, Suite 1200, San Francisco, CA 94103 during normal office hours or will

be made available on the Commission's website <http://www.sfenvironment.org/commission> as attachments to the agenda.

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